



Policy: 1160
Procedure: 1160.05
Chapter: Inspections and Investigations
Rule: Reporting Suspected Child Abuse

Effective: 09/08/05
Replaces: 1160.05
Dated: 05/04/04

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) follows the child abuse reporting requirements in accordance with ARS §13-3620.

Rules Index:

ADJC Employee, Volunteer, Intern, and/or Service Provider Under Contract

Notification Requirements

Child Abuse Reports in Secure Facilities

Child Abuse Reports in the Community

Rules:

1. **ANY ADJC EMPLOYEE, VOLUNTEER, INTERN, AND/OR SERVICE PROVIDER UNDER CONTRACT WITH ADJC** shall immediately report if they reasonably believe that a juvenile is or has been a victim of the following.
 - a. Physical injury;
 - b. Sexual abuse;
 - c. Child abuse;
 - d. A reportable offense or neglect that appears to have been inflicted on the juvenile by other than accidental means or that is not explained by an available medical history as being accidental in nature;
 - e. A denial or deprivation of necessary medical treatment or surgical care; and
 - f. A denial or deprivation of necessary nourishment with the intent to cause or allow the death of an infant who is protected under ARS §36-2281.
2. **Notification Requirements:**
 - a. The **ADJC EMPLOYEE** shall complete a Incident Report Form marking the child abuse check box- and make appropriate notifications to ensure the juvenile's immediate safety. This shall include but is not limited to:
 - i. The Superintendent;
 - ii. Deputy and/or Assistant Superintendent;
 - iii. Security Captain;
 - iv. The On Call Administrator;
 - v. Community Administrator;
 - vi. Investigation and Inspection Division (IID).
 - b. The **IID** shall notify:
 - i. The Director and/or Designee of the allegation;
 - ii. Child Protective Services at the Department of Economic Security in cases of reported abuses.
3. **Child Abuse Reports in Secure Facilities:** **ADJC EMPLOYEES** shall immediately report suspected child abuse by completing an Incident Report.
 - a. **If the abuse occurred at a secure facility and involved an employee- a copy of the handwritten or typewritten IR is to be given to the Superintendent and/or designee who will enter the information into the Administrative Incident Report (AIR) system. The IR shall contain the following information:**
 - i. The **ADJC EMPLOYEE** shall complete the handwritten or typewritten IR with the following information:
 - (1) The names and addresses of the juvenile's parents and/or legal guardian;

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- (2) The juvenile's age;
- (3) The nature and extent of the juvenile's abuse;
- (4) Physical injury or neglect, to including any evidence of previous abuse, child abuse physical injury or neglect;
- (5) When and where the incident occurred;
- (6) Any other information that the person believes might be helpful in establishing the cause of the abuse, to include:
 - (a) Child abuse;
 - (b) Physical injury; and
 - (c) Neglect.

ii. **ADJC IID ARIZONA PEACE OFFICER STANDARDS TRAINING (AZPOST) CERTIFIED INVESTIGATOR** shall investigate the allegation.

b. **While in a secure facility, if a juvenile reports an abuse that occurred in the community:**

- i. The **ADJC EMPLOYEE** shall complete an Incident Report by marking the child abuse check box and reporting the following:
 - (1) The names and addresses of the juvenile's parents and/or legal guardian;
 - (2) The juvenile's age;
 - (3) The nature and extent of the juvenile's abuse;
 - (4) Physical injury or neglect, to including any evidence of previous abuse, child abuse, physical injury, or neglect;
 - (5) When and where the incident occurred;
 - (6) Any other information that the person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury, or neglect.
- ii. An **ADJC IID SPECIAL INVESTIGATOR** shall:
 - (1) Review the allegation; and
 - (2) Notify local law enforcement and Child Protective Services (CPS), if necessary.

4. **Child Abuse Reports in the Community:**

a. **In the event a juvenile is in the community and reports that abuse had taken place in the community:**

- i. **ADJC EMPLOYEES** shall immediately:
 - (1) Notify local law enforcement and CPS by calling 1(888) SOS-CHILD 1(888)767-2445;
 - (2) Notify immediate supervisor that a law enforcement/CPS investigation has been requested;
- ii. **ADJC EMPLOYEES** shall complete an Incident Report by marking the child abuse check box and reporting the following :
 - (1) Names and addresses of the juvenile's parents and/or legal guardian;
 - (2) Document the minor's age;
 - (3) The nature and extent of the minor's abuse,
 - (4) Child abuse;
 - (5) Physical injury; or
 - (6) Neglect;
 - (7) Evidence of a previous incident;
 - (8) When and where the incident occurred;
 - (9) Any other information that the person believes might be helpful in establishing a cause;
 - (10) Date and time of notification of the local law enforcement;
 - (11) Police report number; and
 - (12) Date and time of notification of CPS.

b. **In the event a juvenile is in the community and reports that abuse took place while in an ADJC secure facility and involved an employee- a copy of the handwritten or typewritten IR is to be given to the Superintendent and/or designee who will enter the information into the AIR system.**

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